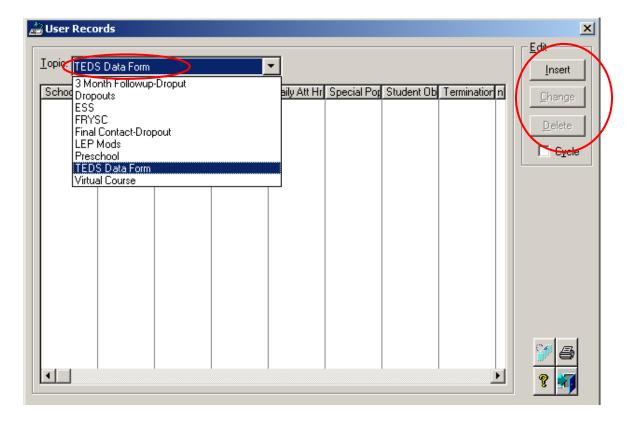
## STI/TEDS DATA ENTRY SUMMARY

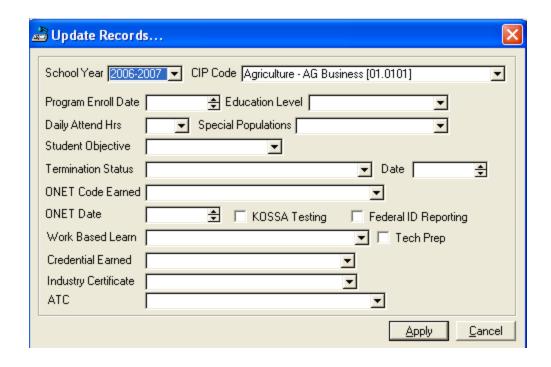
- Students | Add/Edit Student Information OR Students | Desktop
- Choose a student and Click "User Records"



- From the Topic Dropdown list, choose "TEDS Data Form"
- Click "**Insert**" to add a new enrollment record.
- Highlight the existing student record and Click "Change" to update the enrollment record.
- Highlight the existing student record and Click "Delete" to delete the enrollment record.



Begin entering data on the "TEDS Data Form"



## **Required Data Fields:**

| Data Name               | Description/Explanation  |
|-------------------------|--|
| School Year             | Defaults to 2006-2007.   |
| CIP Code                | Program/career major name. These are sorted by career cluster.   |
| Program Enrollment Date | Date student <u>initially</u> enrolled in the CTE program.   |
| Education Level         | Student grade level. Required due to grades higher than 12 used in STI.  |
| Daily Attend Hours      | The total number of hours "per day" the student is enrolled in the program   |
| Student Objective       | <b>Exploring</b> - a student who is enrolled in the first or second credit within a sequence of courses leading to a career major. <b>Preparatory</b> - a student who is enrolled in the third credit of a sequence of courses leading to a career major and plans to complete <u>4 or more</u> credits within a career major. |
| KOSSA Testing           | Check the box to identify that the student will be testing KOSSA in 2007. This box <b>DOES NOT</b> import into TEDS, but is used only to generate a KOSSA Registration Roster.   |
| Federal ID Reporting    | Check this box to designate the CTE program for which this student will be included for federal reporting. This box can be marked only once for a student, regardless if the student is enrolled in more than one program.  *Suggestion: If one of the programs is non-traditional for this student, mark it.                  |

## **Optional Data Fields:**

| Data Name            | Description/Explanation  |
|----------------------|--|
| Special Populations  | Indicates if student belongs to a special population group; not including disabilities or  |
|                      | disadvantages. "Disability" and "Disadvantage" data are included in the STI export.        |
| Termination Status   | Status of student when "exiting" the program. Status must be "exploratory exit" if student |
|                      | objective is "exploring". Status should be left blank if student may return.               |
| Date                 | Date student exited the program.   |
| ONET Code Earned     | Indicates ONET earned.   |
| ONET Date            | Indicates date ONET was earned.  |
| Work Based Learning  | Indicates the type of work based learning experience in which the student participated.    |
| Tech Prep            | Indicates that the student is a Tech Prep student.   |
| Credential Earned    | Indicates that the student earned a "Career Major Certificate" or "Certificate of          |
|                      | Achievement".  |
| Industry Certificate | Indicates that the student earned the industry certificate selected.                       |